

**RECRUITING NOW!!**  
**\*\*\*PRIVATE POSTSECONDARY EDUCATION SPECIALIST\*\*\***  
**SALARY STARTS AT (\$19.41 PER HOUR)**

The Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education is recruiting to fill Private Postsecondary Education Specialist positions on a permanent intermittent basis. These positions are responsible for *reviewing degree granting, vocational and non-degree granting programs and institutions and making recommendations to issue or deny approvals to operate.*

**Read the position requirements below to see if you qualify and are interested in such a position!** Upon receiving your resume and determining that the following requirements have been met, you will be notified of specific oral interview and/or written examination dates.

***POSITION REQUIREMENTS***



**EDUCATION:** A bachelor's degree. Preferably the bachelor's degree should be supplemented by an earned master's or doctorate degree, granted by an accredited or Bureau approved postsecondary education institution under the provisions of California Education Code Section 94310; and ...

**EXPERIENCE:** Two years of professional administrative experience in one or a combination of postsecondary education agencies or institutions including accredited or

Bureau approved institutions and professional institutions such as a college board, an accreditation association, or higher education program regulatory authority (such experience must have been gained by working in one or more different education program or service areas including curricula, student services, financial aid, admissions, vocational education or related programs).

**Or**

Three years of full-time experience teaching at an accredited or Bureau approved postsecondary education institution (full-time teaching experience is defined as teaching the equivalent of nine or more semester hours for two semesters a year.)

*Applicants may substitute possession of a master's degree for up to one year of the required nonsupervisory administrative experience or up to eighteen months of the required teaching experience. A doctorate degree may be substituted for up to two years of the required nonsupervisory administrative experience or three years of the required teaching experience.*

***INTERESTED?***

**WE WANT YOUR RESUME BY JANUARY 23, 1998! Mail to:**

Department of Consumer Affairs  
Human Resources  
P.O. Box 980428  
West Sacramento, California 95798-0428

**NOTE:** *Your resume should describe in detail your specialty. Remember to include whether your employment was full or part time (hours per week); exact beginning and ending dates of employment; and educational background and experience pertinent to this type of position. Please complete the reverse side of this flyer and return with your resume. If you have any questions or would like to obtain a copy of the position duty statement, please call our Employee Development Information Line at (916) 324-4994.*

**RETURN THIS DOCUMENT WITH YOUR RESUME**

Name: (please print)	Current Address:
	Phone: (       )

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

**1. SPECIALITY:** Incumbents for this position typically provide consultative services to private postsecondary educational institutions. Please designate your specialty if applicable.

<input type="checkbox"/> Accounting/Bookkeeping <input type="checkbox"/> Animal Care Specialist <input type="checkbox"/> Appliance Repair <input type="checkbox"/> Automotive Repair/Engineering <input type="checkbox"/> Broadcasting, Radio and TV <input type="checkbox"/> Business Administration <input type="checkbox"/> Business Skills, e.g. typing, Keyboarding <input type="checkbox"/> Construction Trades <input type="checkbox"/> Cosmetology/Barbering <input type="checkbox"/> Culinary/Food Preparation and?	<input type="checkbox"/> Fashion <input type="checkbox"/> Healing Arts, Please Specify Example: _____ <input type="checkbox"/> Dental Assistant <input type="checkbox"/> Medical Assistant <input type="checkbox"/> Physician's Assistant <input type="checkbox"/> Physical Therapy <input type="checkbox"/> Respiratory Therapy <input type="checkbox"/> HVAC <input type="checkbox"/> Information System/Computer <input type="checkbox"/> Technology—Please specify <input type="checkbox"/> Interior Decorating	<input type="checkbox"/> Languages--Foreign <input type="checkbox"/> Massage Therapy and Related Arts <input type="checkbox"/> Performing Arts <input type="checkbox"/> Physical fitness <input type="checkbox"/> Real Estate Related, Please Specify Example: _____ <input type="checkbox"/> Religion <input type="checkbox"/> Security/Protection Field <input type="checkbox"/> Shorthand/Court Reporter <input type="checkbox"/> Other—Please Describe _____
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**2. VETERAN STATUS:** Please check your veteran status below if applicable:

<input type="checkbox"/> Veteran <input type="checkbox"/> Widow or widower of a veteran	<input type="checkbox"/> Spouse of a 100% disabled veteran <input type="checkbox"/> Disabled veteran
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**3. LOCATIONS IN WHICH YOU ARE WILLING TO WORK:** Please place a check mark (✓) next to your choices - You Will Not Be Offered A Job In Locations Not Checked. If more than 15 selections are made, you may be considered available for work anywhere in the State.

	0005 State of California		8004 Northern Region		8001 Central Region		8011 Southern Region
<b>Or choose from specific counties below.</b>							
<input type="checkbox"/> 0100	Alameda	<input type="checkbox"/> 1600	Kings	<input type="checkbox"/> 3100	Placer	<input type="checkbox"/> 4500	Shasta
<input type="checkbox"/> 0200	Alpine	<input type="checkbox"/> 1700	Lake	<input type="checkbox"/> 3200	Plumas	<input type="checkbox"/> 4600	Sierra
<input type="checkbox"/> 0300	Amador	<input type="checkbox"/> 1800	Lassen	<input type="checkbox"/> 3300	Riverside	<input type="checkbox"/> 4700	Siskiyou
<input type="checkbox"/> 0400	Butte	<input type="checkbox"/> 1900	Los Angeles	<input type="checkbox"/> 3400	Sacramento	<input type="checkbox"/> 4800	Solano
<input type="checkbox"/> 0500	Calaveras	<input type="checkbox"/> 2000	Madera	<input type="checkbox"/> 3500	San Benito	<input type="checkbox"/> 4900	Sonoma
<input type="checkbox"/> 0600	Colusa	<input type="checkbox"/> 2100	Marin	<input type="checkbox"/> 3600	San Bernardino	<input type="checkbox"/> 5000	Stanislaus
<input type="checkbox"/> 0700	Contra Costa	<input type="checkbox"/> 2200	Mariposa	<input type="checkbox"/> 3700	San Diego	<input type="checkbox"/> 5100	Sutter
<input type="checkbox"/> 0800	Del Norte	<input type="checkbox"/> 2300	Mendocino	<input type="checkbox"/> 3800	San Francisco	<input type="checkbox"/> 5200	Tehama
<input type="checkbox"/> 0900	El Dorado	<input type="checkbox"/> 2400	Merced	<input type="checkbox"/> 3900	San Joaquin	<input type="checkbox"/> 5300	Trinity
<input type="checkbox"/> 1000	Fresno	<input type="checkbox"/> 2500	Modoc	<input type="checkbox"/> 4000	San Luis Obispo	<input type="checkbox"/> 5400	Tulare
<input type="checkbox"/> 1100	Glenn	<input type="checkbox"/> 2600	Mono	<input type="checkbox"/> 4100	San Mateo	<input type="checkbox"/> 5500	Tuolumne
<input type="checkbox"/> 1200	Humboldt	<input type="checkbox"/> 2700	Monterey	<input type="checkbox"/> 4200	Santa Barbara	<input type="checkbox"/> 5600	Ventura
<input type="checkbox"/> 1300	Imperial	<input type="checkbox"/> 2800	Napa	<input type="checkbox"/> 4300	Santa Clara	<input type="checkbox"/> 5700	Yolo
<input type="checkbox"/> 1400	Inyo	<input type="checkbox"/> 2900	Nevada	<input type="checkbox"/> 4400	Santa Cruz	<input type="checkbox"/> 5800	Yuba
<input type="checkbox"/> 1500	Kern	<input type="checkbox"/> 3000	Orange				